



Senior Auditor

Department: Internal Audit

Class Code: 1432

EEO Code: 22

FLSA: E

Effective: 01/05/1994

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in auditing operations, financial procedures and documents, and ensuring compliance with all laws, regulations, and approved policies; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Evaluates County internal control systems through inquiry of appropriate personnel and /or internal control questionnaires, identifying potential weaknesses and recommending improvements; reviews documents, records, etc. in accordance with audit program to determine accuracy, reliability and integrity of financial information and extent of compliance with County policies, plans, procedures and State and Federal regulations; appraises the economy and efficiency of selected departmental operations/programs by performing operational audits; documents results of audit work performed as support for reports issued to management; prepares preliminary audit comments detailing results of audit work for discussion with management; may act as auditor-in-charge on assigned audits to include coordination of fieldwork, time management of staff, review of work papers, and completion of projects performance evaluations; monitors performance of bingo/raffle contractor and assists bingo/raffle organizations in maintaining compliance with State and County codes; performs audit tests of control systems and accounting records under supervision of external audit staff as basis for their independent opinion on the County's financial statements; researches and gathers information for special projects assigned to the Department; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles, policies and procedures of governmental accounting; of various accounting systems; of microcomputers and their application in accounting; good knowledge of general management and research techniques. Considerable skill in reviewing and interpreting financial reports and records of varying levels of complexity; in developing and maintaining effective working relationships with persons at all levels of County government and external business organizations; in serving as lead auditor; in writing and speaking in a clear, concise and effective manner; in effective utilization of word processing, spreadsheet and data base software packages. Ability to perform the physical requirements necessary to conduct field audits.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in accounting or related field and three years of accounting experience; or an equivalent combination of training and experience. MBA, CPA or CIA desirable. Must have valid vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
